

Southern African Power Pool



Request For Quotation

Request for quotation for:	Supply and delivery of corporate clothing/wear
Address:	The Coordination Centre Executive Director Southern African Power Pool 24 Golden Stairs Road P. O. Box EH 52 Emerald Hill Harare ZIMBABWE
Email address:	info@sapp.co.zw
Telephone:	+263 772 690 588
Closing date & time:	22 December 2023 at 15:30 hours Central African Time

1. Invitation For Quotation

Quotations are hereby invited from reputable service providers to supply and deliver corporate clothing/ wear for SAPP for the year 2023/21.

2. Scope Of Works

- Onsite fitting and/or measurement services.
- Supply and delivery of corporate clothing/wear as specified by SAPP.
- All items that require branding to be branded in full colours and in line with the SAPP branding guidelines.
- Items and quantities are subject to change depending on the SAPP needs and requirements at the time of awarding the tender.
- Specifications for the selected clothing pieces are tabulated below:

Item	Description	Quantity	Unit Price (each)				
			S	M	L	XL	XXL
1	Men's Cargo Pants – Khaki, 100% cotton, straight leg with Velcro two side pocket	27					
2	Men's Safari Shirts – Khaki, 100% cotton short sleeved button up shirts	27					
3	Men's Golf T- Shirts – Blue, 100% polyester, side seemed short sleeved t-shirts	27					
4	Men's Hoodies – Plain black, long-sleeved hoodies	20					
5	Men's Cardigans Plain black, long-sleeved cardigans	7					
6	Women's Cargo Pants – Khaki, 100% cotton, straight leg with Velcro two side pockets	11					
7	Women's Cargo Skirts Khaki, 100% cotton, knee length pencil with two side pockets	1					
8	Women's Safari Blouse – Khaki, 100% cotton short sleeved button up shirts	12					
9	Women's Golf T- Shirts	12					

	– Blue, 100% polyester, side seamed short sleeved t-shirt						
10	Women’s Hoodies and Cardigans – Plain black, long-sleeved hoodie or cardigan	12					
11	Caps – Blue, cotton caps	30					
12	Sunhats – Blue, cotton sunhats	9					

3. Elimination Criteria:

Suppliers will be eliminated and not evaluated on pricing if they fail to provide the following information/documents:

- List of clients/contactable references (at least 3) where similar services were provided.
- The clothing pieces must meet the specified standards and fulfil the staff's requirements regarding fabric type, design, colour, and features.
- Suppliers must submit samples for each item.
- The proposed suppliers must be able to deliver the required quantities of each clothing piece within the specified timeframe.
- The selection of suppliers will be based on the 80/20 rule i.e. 80% technical and 20% financial preference point system.

4. Pricing Quotation:

- Prices to be provided in United States Dollars, with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- Prices should include additional cost elements such as Valid Tax clearance, insurance until acceptance, etc.
- Payment will be made according to the SAPP Payment Terms and Conditions.